

# RANZCOG Examination Verbal Feedback Policy

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This policy describes the written and verbal feedback provided to RANZCOG examination candidates and the process by which the feedback is provided. The role of members of the Board of Examiners in providing the feedback is also described.

## 1. Definitions

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| Score  | The Score that has been standard set for a particular exam to be deemed as the pass mark.   |
| Mentor | Ideally, a trainee will nominate a mentor to work with them during the verbal feedback process. The mentor is either the trainee's supervisor or a Fellow who works with trainees, who is familiar with the examination process and with the trainee and the local conditions in which the trainee works. The mentor will assist the trainee to prepare for the verbal feedback, attend the verbal feedback session, and support the trainee to implement the recommendations arising from the verbal feedback session. |

## 2. Background

Provision of feedback to examination candidates is intended to assist trainees to understand their performance in the examination and to help them identify areas of relative strength or weakness.

Feedback is an integral part of the Assessment Cycle.

Written feedback is provided to all RANZCOG examination candidates. Candidates are given their pass/fail result and, depending on the examination they have attempted, the relationship of their examination score to the examination passing mark and/or feedback on their performance in:

- topic areas for Multiple Choice Examinations (% questions correctly answered)
- questions for Short Answer Question Examinations
- stations for Oral Examinations.

Verbal feedback is available to trainees following an unsuccessful examination attempt. The verbal feedback aims to identify the areas of underperformance and to assist trainees with strategies to address these in their following examination attempt. The session is not an opportunity to review the examination marks awarded to candidates.

### 3. Policy

RANZCOG provides written feedback to all examination candidates. Candidates who have been unsuccessful in any attempt at the RANZCOG Associate Training Program (Advanced Procedural) (APTP) Oral or the Written or Oral RANZCOG or Subspecialty Examinations may request verbal feedback. Unsuccessful candidates are eligible for only one verbal feedback session per examination attempt.

Trainees who wish to request verbal feedback outside of the provisions outlined in this policy may do so subject to an application for Special Consideration as described in the *Exceptional Circumstance, Special Consideration and Reconsideration Policy*.

### 4. Procedure

#### 4.1 Procedures for Requesting Verbal Feedback

The Examination and Assessment Team must receive a written request for verbal feedback from the candidate within three weeks of the date of the release of examination results.

Trainees may not request a particular examiner to provide the feedback. The Chair of the Examination and Assessment Committee (EAC) or representative will nominate examiners to provide the feedback session taking into consideration the trainee's location.

By requesting verbal feedback, the trainee consents to their contact details and examination scripts, oral examination individual videos, scoresheets and feedback letters being provided to the examiner conducting the feedback session.

An Assessor may, in order to give informed verbal feedback under this policy, review video recordings of the assessment, in accordance with the College "Recordings of Assessments Policy".

Unless exceptional circumstances prevail, verbal feedback sessions should:

- be conducted as a face-to-face session
- include the trainee's mentor (in person, or via teleconference/videoconference)
- where possible occur within twelve weeks of the candidate receiving their results
- occur within six weeks from the date the examination materials are provided to the examiner conducting the session.

The information provided in the feedback session may not be used by trainees to appeal an examination result.

Following the feedback session, trainees must complete the reflection survey and submit this to the College within one week of the feedback session. A copy of the trainee's reflection will be provided to the Chair of the EAC and the examiner providing the feedback session.

At the conclusion of the feedback session, examiners will complete and sign the feedback summary and return it to the College. If any significant concerns regarding the trainee's performance are raised, the examiner will report these to the Examination and Assessment Team.

## 5. Related RANZCOG Documents

- Exceptional Circumstance, Special Consideration and Reconsideration Policy
- RANZCOG Policy – Identifying, Declaring and Managing Interests
- RANZCOG Privacy Policy and Procedure
- RANZCOG Recording of Assessments Policy

| Version | Date of Version | Pages revised / Brief Explanation of Revision  |
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| v1.1    | September 2011  | Details  |
| v2.1    | April 2014      | Details  |
| v3.1    | November 2017   | Details  |
| V4.1    | September 2021  | Page 1 – Removal of incorrect scoring information. Adjustments of language. Removal of references to MAPS<br>Page 2 – Updating of process. Related documents list to include the RANZCOG Video Recording Policy. |
| v5      | January 2024    | Policy revised to reflect change in nomenclature.  |

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